Introduction
This guide explains how to request a budget virement (transfer). Virements allow end users in schools and departments to transfer working budgets between accounts and subprojects.

The process is very similar to requesting a budget re-phase (see PLN04).

⚠️ This process does not apply to externally-funded research budgets or College-led consultancy budgets. These are managed by the Research Office.

Audience
Budget holders and other staff in schools and departments who have budget management responsibilities.

Workflow
This diagram shows the workflow for requesting a virement:

1. From the main menu select Planner then Transaction>Transaction entry.

2. Click New Batch

Note: Version defaults to the current working budget.

3. Enter information about the new batch of transactions:

   - Auto-numbering series – Batch ID will be assigned automatically on saving
   - Description - enter a description for the batch (can be anything here)
   - Transaction entry setup – press spacebar and select NONPAY/INCOM

4. Tab twice then click OK.
5 In the **Transaction entry** screen click **Add**. This creates the line to move budget **from** the original account or subproject:

6 Complete the line:

- **Account** – enter code or type ahead and tab out.
- **SubProject** – enter code or type ahead and tab out. The **Cost centre**, **Project code** and **Legal entity** are auto-populated.
- **Note** – enter meaningful comment to explain why you are requesting the virement.
- **Profile** - leave as is (default for this account)
- **Workflow Status** – tab through
- **Curr. Amount** – enter the amount **as a minus** (as you are moving this sum **from** the original budget). When you tab out, the amount is distributed according to the profile.

8 Now add a second line to move budget **to** the new account or subproject. Check the box to select the first line and click **Copy row**.

9 Amend the account and/or subproject and change the amount to a plus (as you are moving this sum **to** the new budget).

15 Click **Submit all** to get the request/batch ready for workflow.

The Workflow Status changes to **Ready for workflow**.

16 Click **Save** to submit the request for approval. A Success message is displayed confirming the transactions have been sent into workflow.

17 Click **OK**.

**What happens next?**
The virement request is routed to the Management Accounts team for approval. The changes are then posted to the budget.

**Where to go for help**
Contact the Management Accounts team at managementaccounts@bbk.ac.uk.